

Board of Directors' Meeting Report – 29th October 2014

Agenda item 326/14

Title	Review of Board Calendar
Sponsoring Director	Alan Tobias, Chairman
Author	Angela Bosnjak-Szekeres, Foundation Trust Secretary
Purpose	To keep the Board members updated as to board business, and to ensure that sufficient time is allocated to consider its strategic goals and to monitor performance.
Previously considered at	September Board
Executive Summary:	
Related Trust Objective	Corporate Objective - Sustainability- Keep the core strong
Related Risk	BAF: Corporate objective - Sustainability - Keep the core strong, Risk 6 (Lack of appropriate board governance)
Legal implications / regulatory requirements	Should the Trust not be able fulfil its obligations under the Terms of its Licence, Monitor may implement further sanctions against the Trust. The board calendar assists the board in ensuring that its forward work plan is current and helps to mitigate strategic risk.
Quality impact assessment	An organised timetable of events and activities allows the Board to fulfil its role in achieving its objectives and providing excellent care from excellent people.
Equality impact assessment	As far as can be considered this paper has no detrimental impact for the 9 protected characteristics under the Equality Act 2010.
Action required by the Board / Recommendations: The Board is asked to approve the Board Calendar.	

Board related activities and meetings	October 2014 Trust Board Business	Board Development	Stakeholder Activities
<p>1st: Finance & Investment , 09.30, boardroom</p> <p>1st: – Board Development – half day</p> <p>15th: QAC, 09.30am, boardroom</p> <p>Friday 17th: deadline for board papers, 18.00</p> <p>29th: TRUST BOARD MEETING, 09.30, Boardroom</p>	<p>PROCEDURAL: Approval of previous minutes (1) (2) [AT] Approval of Action Tracker (1) (2) [AT]</p> <p>QUALITY: Data quality review (1) [?] (Q) Nursing Establishment – Monthly update (1) [SH] SI Report (2) [SH] (M) Patient Story (1) [SH] (Q) <i>(B/Fwd from November)</i></p> <p>OPERATIONAL PERFORMANCE: Integrated Performance Report (1) [JF] (M)</p> <p>WORKFORCE: Workforce and Patient Equalities Report (1) [KW] (Q)</p> <p>FINANCIAL AND BUSINESS REPORTING: Financial Performance (1) [JOS] (M) CIPs Report (1) [JOS] (Q)</p> <p>CHAIRMAN / CEO REPORTS Monthly Updates (1&2) [AT/SH]</p> <p>RISK FRAMEWORK: Monitor 1/4ly submission (1) [JT] (Q) Review of Corporate Risk Register (1) [JT](Q) Review of BAF (1) [JT] (Q)</p> <p>BOARD GOVERNANCE: FIC Report (1) [DP] (bi-m) QAC Report (1) [FH] (bi-m) Review of Board meeting (2) [AT] (M)</p> <p>BOARD GOVERNANCE PLANNING: Review Standing Orders (1) (AT) (A)</p> <p>Review of Board Calendar (1) [AT] (M)</p>		<p>21st: Govs. Education & Training Group, 17.30, Boardroom</p> <p>22nd: Govs. Training Session, 15.00, Boardroom</p> <p>22nd: NAGG 17.30, Boardroom</p>

Board related activities and meetings	10th December 2014 Merged with November Board Trust Board Business	Board Development	Stakeholder Activities
<p>November 5th: Board Development – full day</p> <p>November 12th: CFC, boardroom</p> <p>November 14th: Audit Committee, 09.30, boardroom</p> <p>December 3rd: Board Development - half day</p> <p>December 3rd: F&IC</p> <p>December 17th: QAC</p>	<p>PROCEDURAL: Approval of previous minutes (1) (2) [AT] Approval of Action Tracker (1) (2) [AT]</p> <p>QUALITY: SI Report (2) [SH] (M) Nursing Establishment – Monthly update (1) [SH] Nursing Establishment - 6 month update (1) [SH] Report from Health and Safety Champion [TY] (bi-M)</p> <p>STRATEGY AND POLICY:</p> <p>OPERATIONAL PERFORMANCE: Integrated Performance Report (1) [JF] (M)</p> <p>WORKFORCE: Quarterly employee engagement survey data (1) [KW] (Q)</p> <p>FINANCIAL AND BUSINESS REPORTING: Financial Performance (1) [JOS] (M) Report on commercial activities (2) [J'OS] (Q)</p> <p>CHAIRMAN / CE REPORTS [AT/SH] Including monthly Monitor update</p> <p>RISK FRAMEWORK Monitor 1/4ly submission (1) [JT] (Q) Review of Corporate Risk Register (1) [JT](Q) Review of BAF (1) [JT] (Q)</p> <p>BOARD GOVERNANCE: FIC Report (1) [DP] (bi-m) Audit Committee Report (1)(MG)(bi-m) Review of Board meeting (2) [AT] (M)</p> <p>BOARD GOVERNANCE PLANNING: Review of Board Calendar (1) [AT] (M)</p>		<p>November 6th: Govs MERG, 17.30, Boardroom</p> <p>November 11th: Patient Experience Group, 17:30, Boardroom</p> <p>November 18th: Council of Governors 09.30, Saxon Hall, Southend on Sea</p> <p>November 20th: Govs Training session. 17:30 Board Room</p>

Board related activities and meetings	January 2015 Trust Board Business	Board Development	Stakeholder Activities
	<p>PROCEDURAL: Approval of previous minutes (1) (2) [AT] Approval of Action Tracker (1) (2) [AT]</p> <p>QUALITY: SI Report (2) [SH] (M) Nursing Establishment – Monthly update (1) [SH]</p> <p>STRATEGY AND POLICY:</p> <p>OPERATIONAL PERFORMANCE: Integrated Performance Report (1) [JF] (M)</p> <p>WORKFORCE: Workforce and Patient Equalities Report (1) [KW] (Q)</p> <p>FINANCIAL AND BUSINESS REPORTING: Financial Performance (1) [JOS] (M)</p> <p>CHAIRMAN / CE REPORTS [AT/JT] Including monthly Monitor update</p> <p>BOARD GOVERNANCE: QAC Report (1) [FH] (bi-m) CFC Report (CT) (FH) (Q) Review of Board meeting (2) [TY / JO'S] (M)</p> <p>BOARD GOVERNANCE PLANNING: Review of Board Calendar (1) [AT] (M)</p>		

Board related activities and meetings	March 2015 Trust Board Business	Board Development	Stakeholder Activities
	<p>PROCEDURAL: Approval of previous minutes (1) (2) [AT] Approval of Action Tracker (1) (2) [AT]</p> <p>QUALITY: Data quality review (1) [JO'S] (Q) Nursing Establishment – Monthly update (1) [SH] SI Report (2) [SH] (M)</p> <p>STRATEGY AND POLICY: Comms Dashboard Summary – update (1) [JT] (6)</p> <p>OPERATIONAL PERFORMANCE: Integrated Performance Report (1) [JF] (M)</p> <p>WORKFORCE: Workforce and Patient Equalities Report (1) [SLB] (Q)</p> <p>FINANCIAL AND BUSINESS REPORTING: Financial Performance (1) [JOS] (M) CIPs Report (1) [JOS] (Q)</p> <p>RISK FRAMEWORK: Monitor 1/4ly submission (1) [JT] (Q) Review of Corporate Risk Register (1) [JT](Q) Review of BAF (1) [JT] (Q)</p> <p>BOARD GOVERNANCE: QAC Report (1) [FH] (bi-m) Audit Committee Report (1) [MG] (bi-m) Audit Committee ToR approval (1) [MG] QAC ToR approval (1) [FH] Approval of Seal Register entries (1) [AT] (a) Review of Directors Register of Interests (1) [AT] (a) Review of Board meeting (2) [AT] (M)</p> <p>BOARD GOVERNANCE PLANNING: Review of Board Calendar (1) [AT] (M)</p>		